Using CSU to Generate Organizational Reports
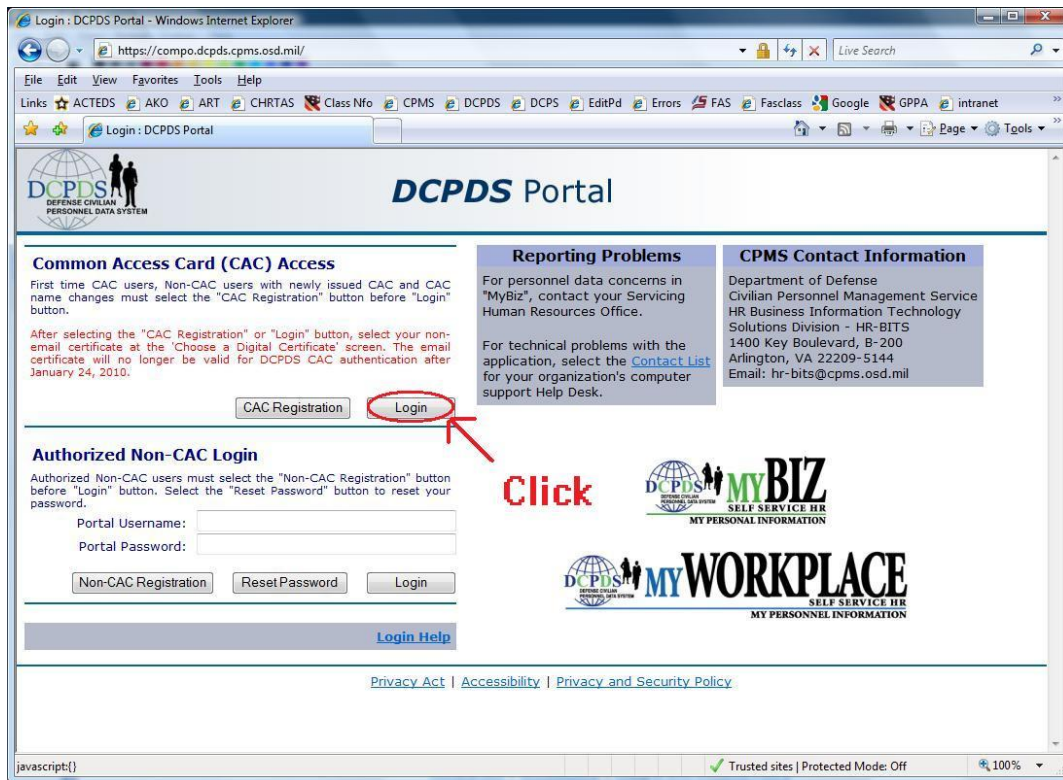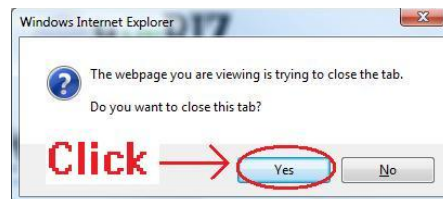Steps to use CSU to generate reports for your organization

1. Navigate to https://compo.dcpds.cpms.osd.mil/ and click "Login".
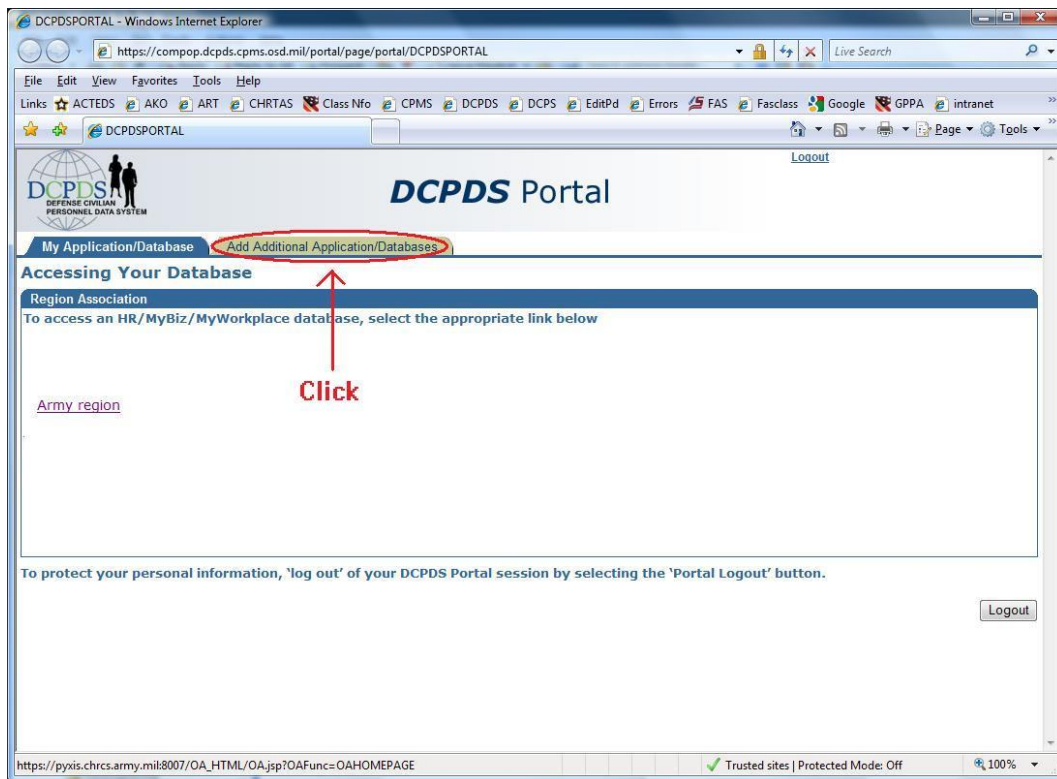

2. You may see a window show up that asks you if you would like to close the window or tab. You may either ignore it or select "Yes".


3. You will be prompted to select a certificate. Select the non-email certificate and click OK.

4. If you do not have CSU as a selection in this window, click on the "Add Additional Applications/Databases" tab.


a. Scroll down and enter your CSU username and password, then click "Submit". If you have a CSU account and do not know the password or do not have a CSU account contact your servicing Human Resources Representative in order to establish the account or have it reset.
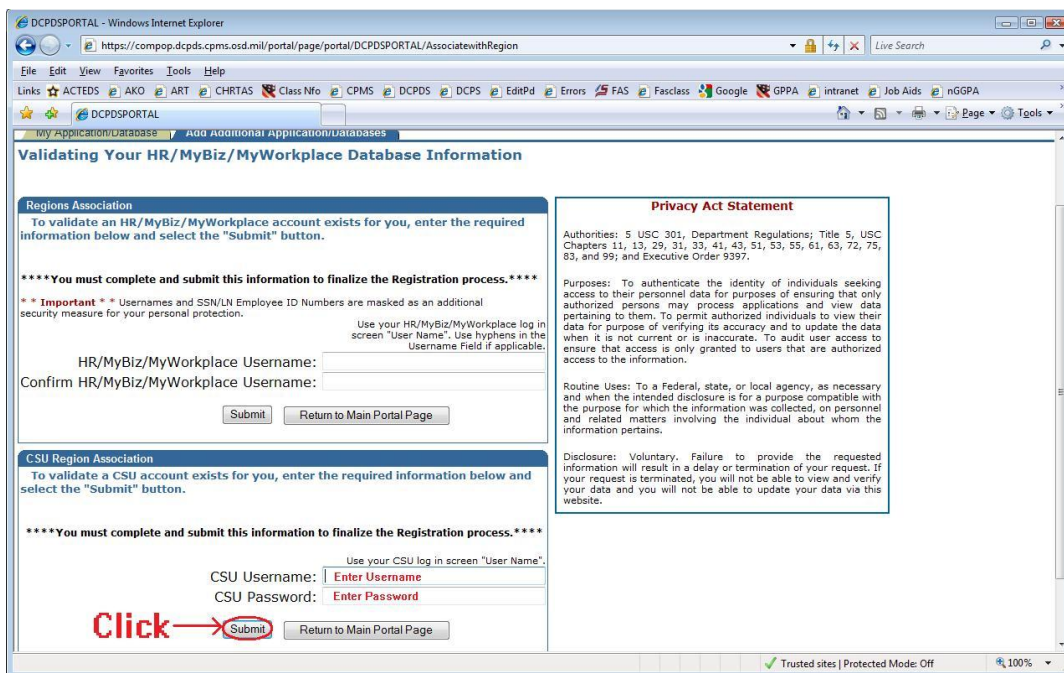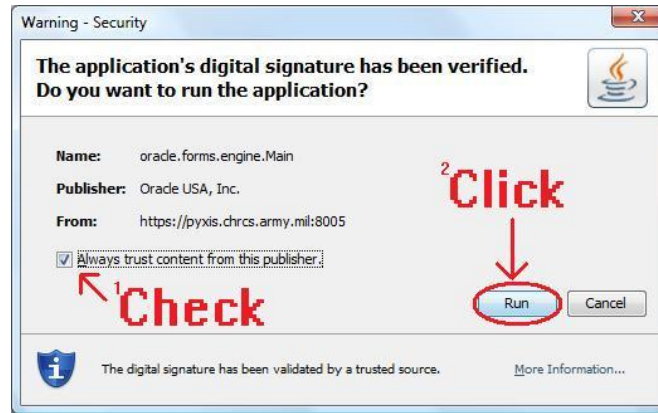
5. When you return to the DCPDS Portal page, or if you already have the CSU link, click the "CSU11 region" link to launch the CSU application.
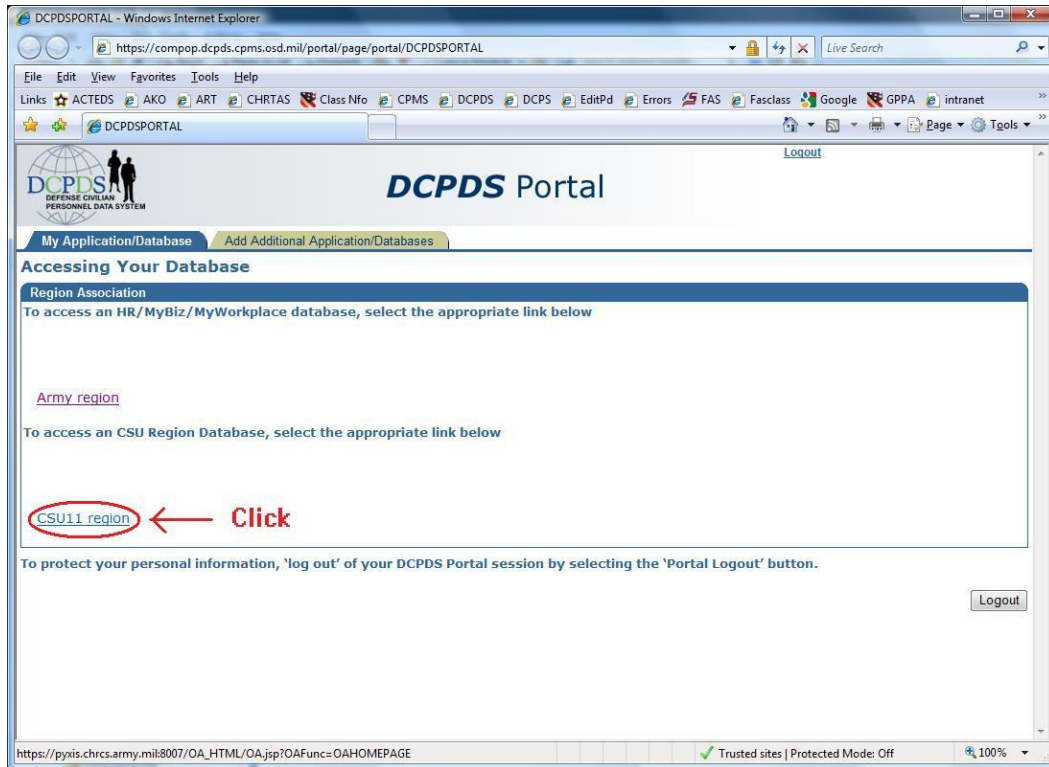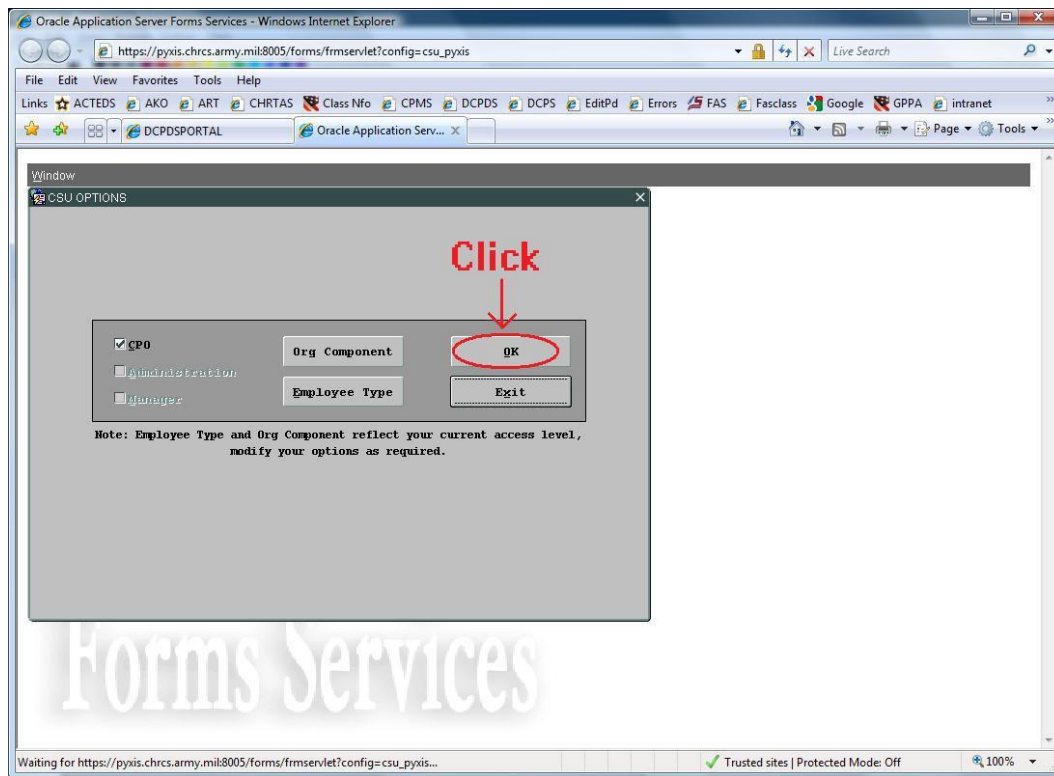

6. You will see a Java loading screen. Wait until it has completed loading.
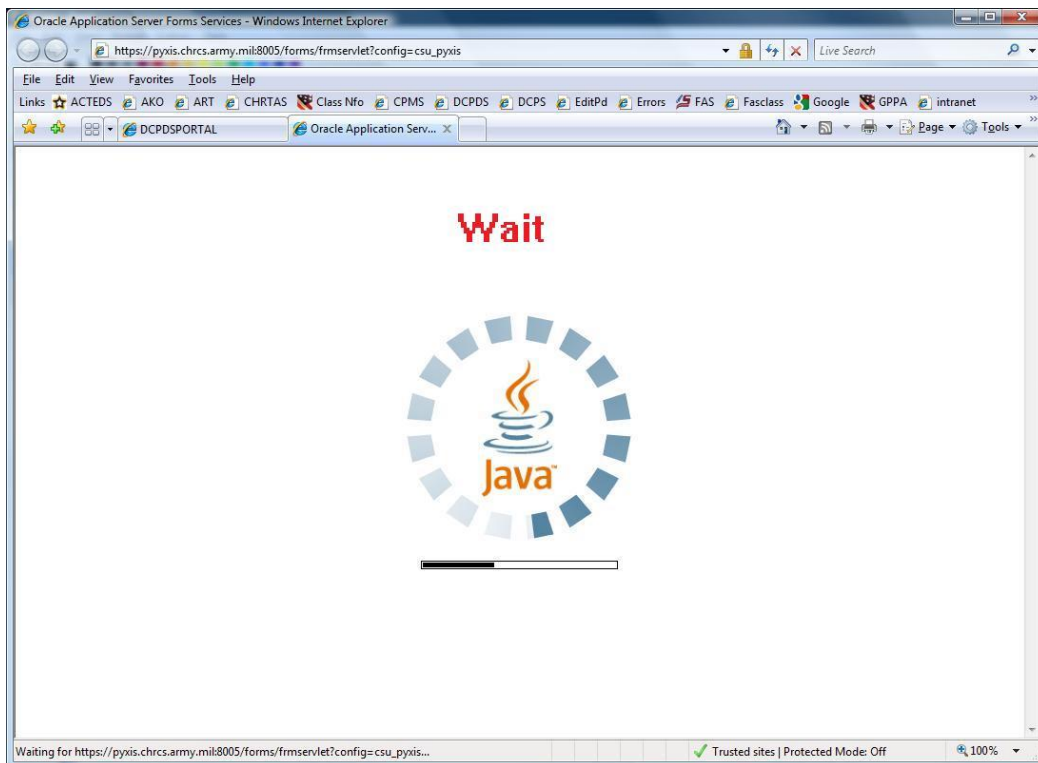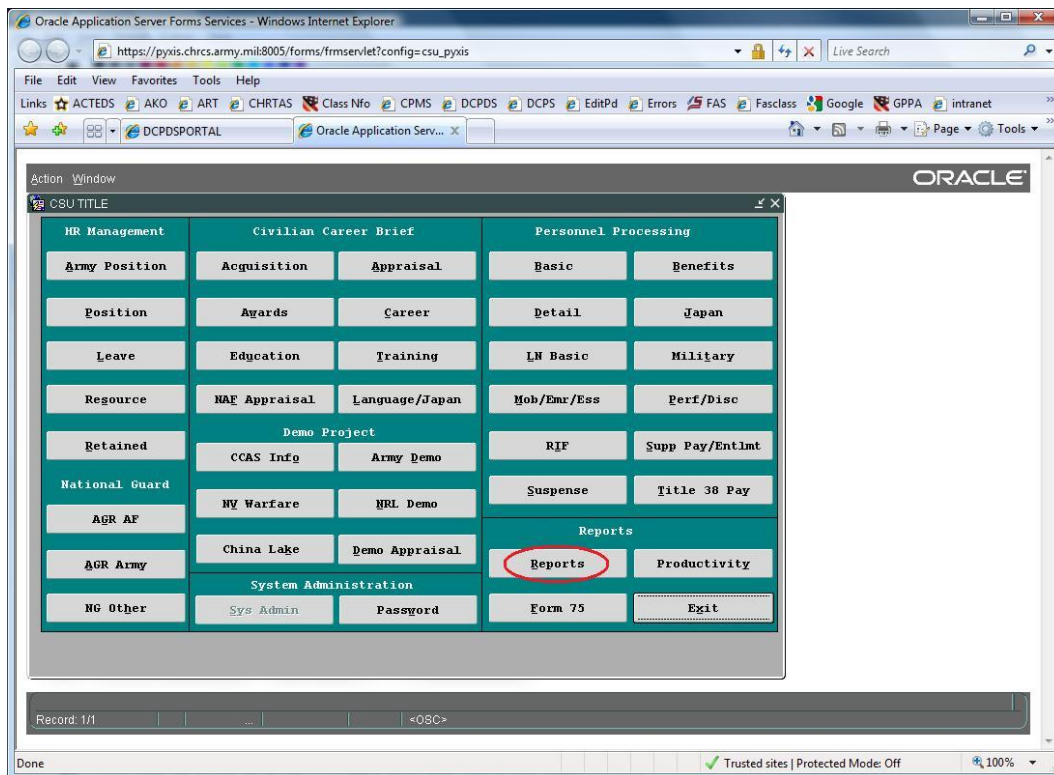
7. When it has loaded, you may be asked if you want to run the application. If you are, then check "Always trust content from this publisher." Then click "Run".
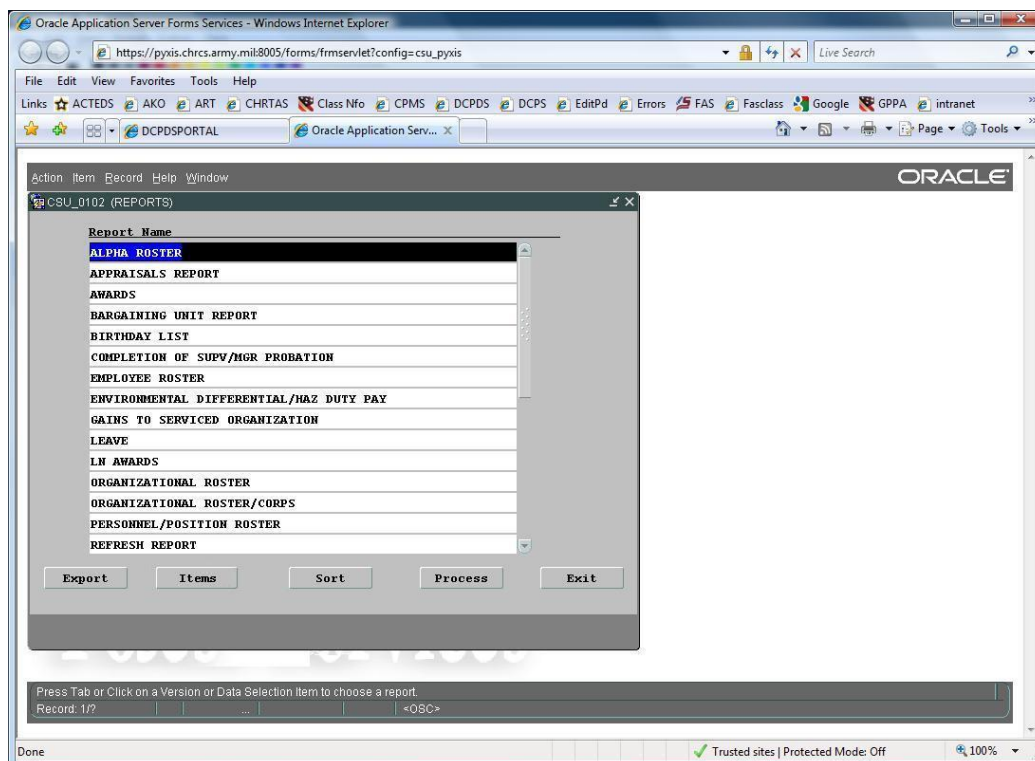

8. This is the initial CSU options screen. You can view which organizations you have access to. Click "OK" to continue into the application.
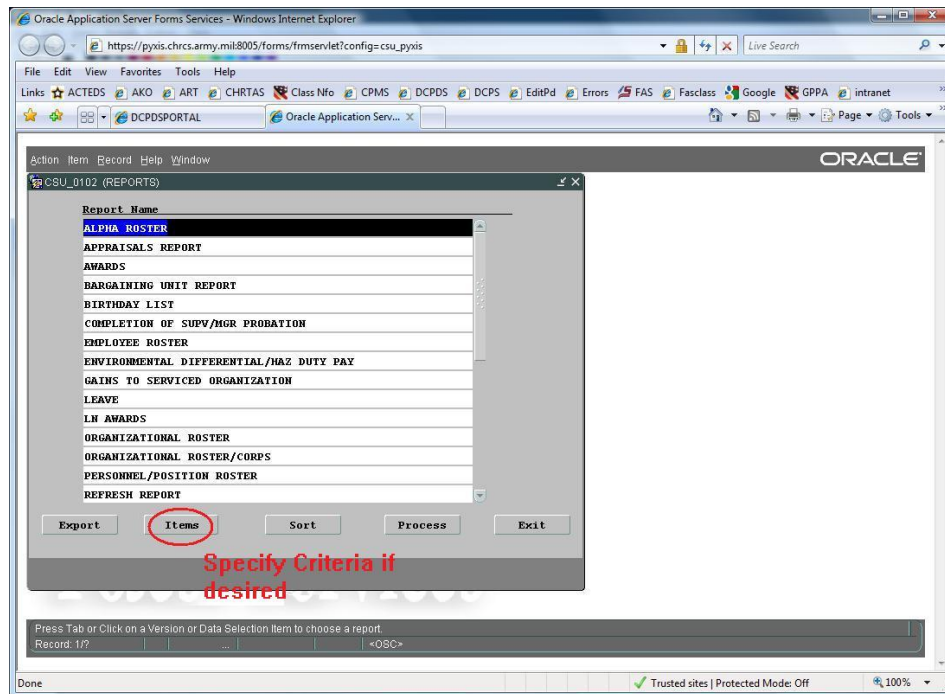
9. Select "Reports" to view a list of available reports.


10. There are many useful reports, each with their own unique set of data displayed. Select the report you would like to run.

11. The default is to display all items for every employee in every organization you have access to. If you would like to filter the criteria, then click on "Items".


12. You may only filter by items that appear in the report. Each filter criteria does accept use of the wildcard ("%" symbol). This is useful when, for example, you want to find all NSPS employees in your organization. In the "PP" (pay plan) field, you would type "Y%" to see all employees whose pay plan begins with 'Y', such as in "YA", "YB", etc. After entering your desired criteria, click "OK". If you do not wish to specify criteria, or wish to clear it, then click "Clear", then "OK".
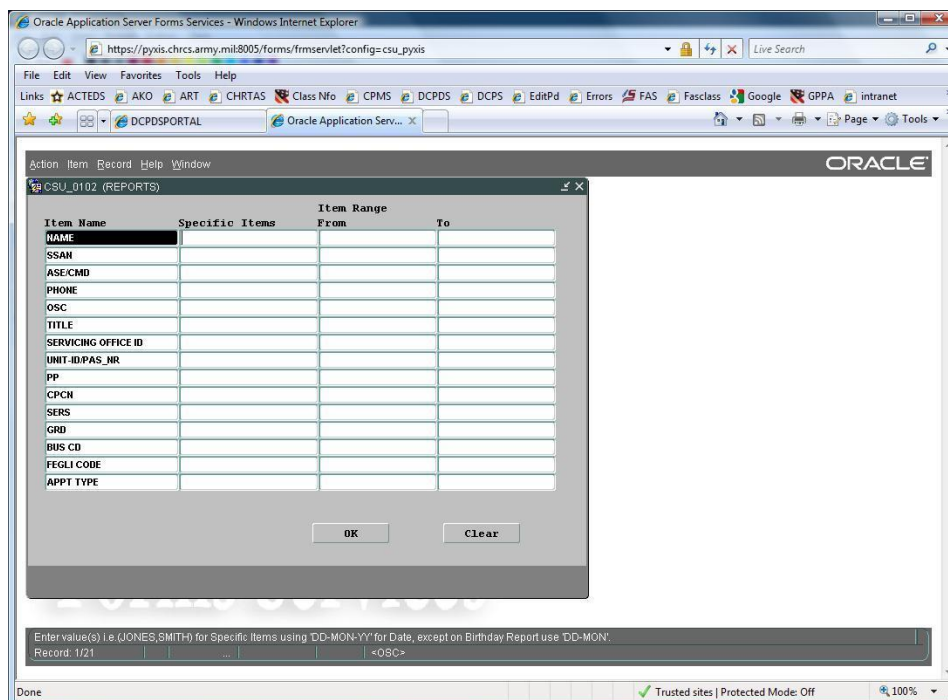
13. Another feature you can use is sorting. Click "Sort" to open this window.
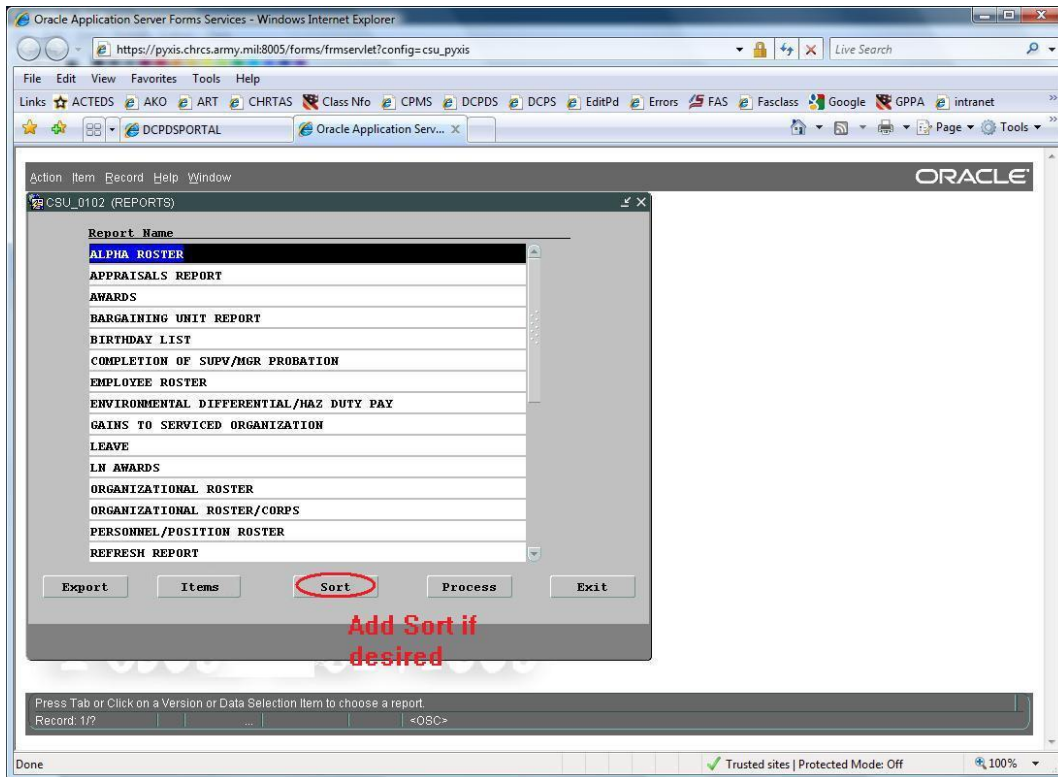
14. With Sort, you can specify which order you would like sorting to occur and whether to sort ascending or descending. For example, you can sort by "PP" first, then by "GRD" in descending order, then by "Name". This will put the list in order of PP-GRD, then name of the employee.
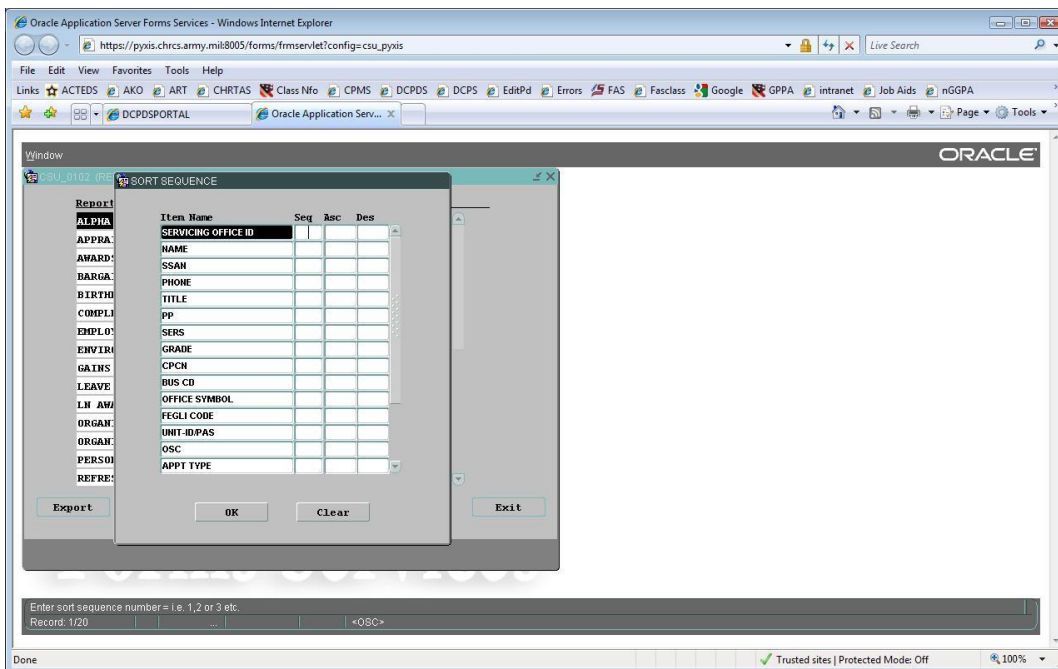
15. After you have set all of your filtering and sorting options, you are ready to either run or export the report. Hold the Control (CTRL) button on your keyboard and select "Process" in order to run the report and view it in PDF format. Hold the Control (CTRL) button on your keyboard and select "Export" to have the report open in a new window.
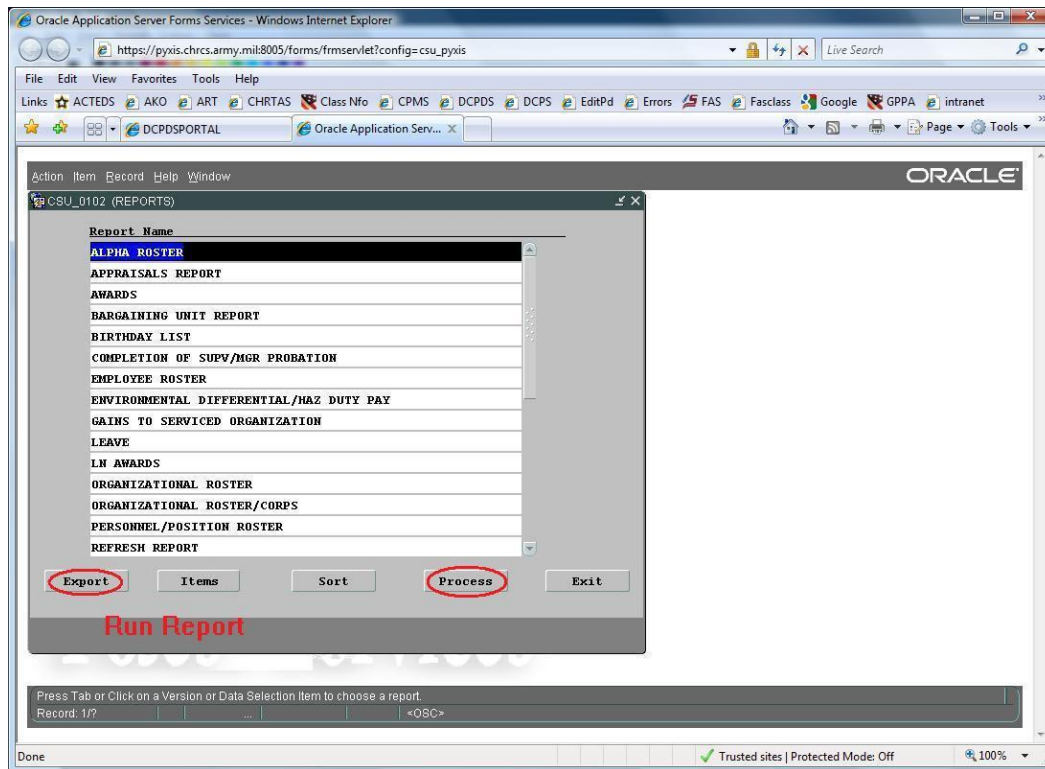

16. Exporting the report opens a new window or tab that shows the information in a text file that uses tabs to separate columns. If you would like to past this information into an Excel spreadsheet, click "Edit", then "Select All" (or press Ctrl+A on your keyboard). Then click "Edit" and "Copy" (or press Ctrl+C on your keyboard).
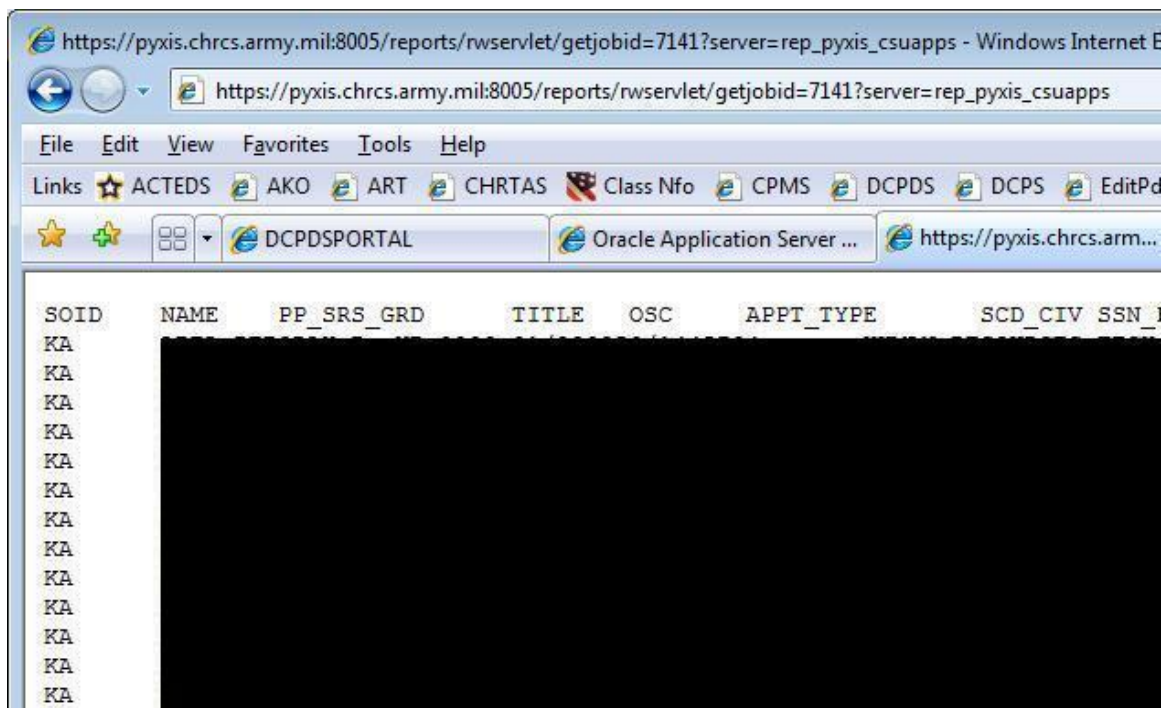
17. Open a new Excel workbook and click on the down arrow below "Paste" to see a menu. Select "Paste Special…" from that menu.
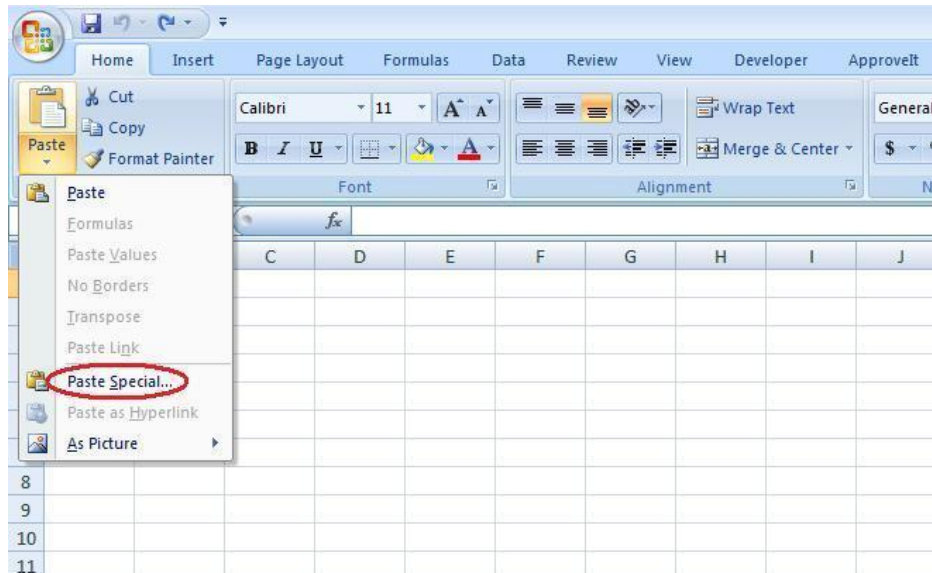
18. Select "Text", then click "OK".
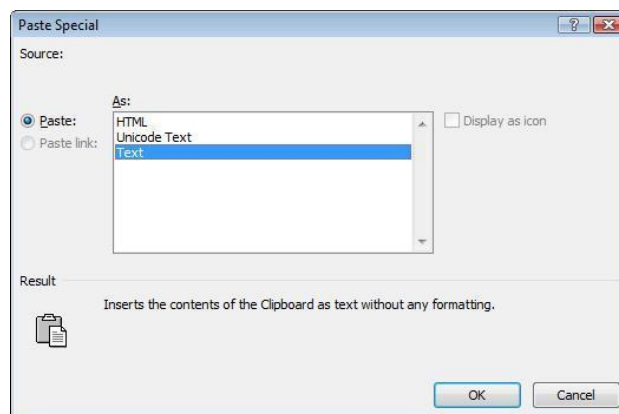
19. The report results will paste in cleanly and you will be able to format the report as you see fit.